



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** AX092 - Program Analyst - GS-15

**Salary Range:** \$114,590 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** 10/16/2018 – 10/31/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** SRA/PR

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply. )



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

## Major Duties and Responsibilities (MDRs)

- Lead the Intelligence Community (IC) program and resource allocation process that includes developing strategic resource management plans and strategies, conducting program and systems analysis, and independently evaluate programs and resources related to both the National Intelligence Program (NIP) and Military Intelligence Program (MIP).
- Advise the Director of National Intelligence (DNI) on matters pertaining to NIP and MIP resource management through strategic planning, independent analyses, and program evaluation by managing related activities and processes.
- Advise the DNI by providing alternative approaches and strategies for IC programs, requirements, and budgets to establish priority objectives, address projected threats, estimate costs, risk and tradeoffs, and identify/minimize resource constraints.
- Evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to assigned missions and requirements.
- Lead teams conducting in-depth, detailed analysis and evaluation of the NIP investments to independently document resource utilization, efficiency, productivity, and cost effectiveness levels.
- Lead teams conducting in-depth analysis of NIP policies, missions, plans, and capabilities, ensuring linkage to the National Intelligence Strategies and other IC priorities.
- Lead, plan, and author IC resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issue papers, and/or other analytic products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions.
- Lead the development and presentation of findings, conclusions, options, and recommendations to ODNI and IC senior management.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- • Lead, plan, and conduct initiatives to ensure teams maintain a comprehensive awareness of analytical and statistical methods.
- • Analyze and evaluate (on a quantitative/qualitative basis) the effectiveness of current and planned NIP investments in meeting established IC goals and objectives. Evaluate and advise on organization, methods, procedures, and resources (NIP and MIP where appropriate) programs.
- Provide independent analyses of IC capabilities and programs, presenting the DNI with alternative courses of action, identifying cost and mission impacts and clarifying the advantages and disadvantages of each alternative.

## **Mandatory and Educational Requirements**

- Expert knowledge of the IC/DoD and its components, missions, and interrelationships, including a superior ability to lead broad-based teams regarding key IC issues.
- Expert knowledge of and experience with any of the following: programmatic management, financial management, strategic planning, systems analysis, evaluation techniques, or performance management.
- Superior ability to apply quantitative and qualitative analytic techniques
- Superior representational, oral and written communication skills, including a superior ability to produce clear, logical, and concise products.
- Superior organizational and interpersonal skills, including and superior ability to establish and lead IC-wide teams, and effectively and independently coordinate and lead collaborative efforts.
- Superior program management, analytic, and critical thinking skills, including superior ability to conduct program and management assessments
- Superior ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment
- Superior ability to provide leadership, oversight, and guidance to the effective management of complex projects; superior ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans; superior ability to estimate costs and other resources using quantitative analysis to project requirements.
- Expert knowledge of the rules of governance and project lifecycle methodologies; expert knowledge of Project Management concepts and principles
- Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization. • Superior ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues
- Superior ability to observe, measure, and evaluate outcomes against goals and objectives and direct the development and implementation of solutions and/or organizational changes.
- Expert knowledge of and experience with NIP/MIP budget formulation programming and budget execution



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Expert knowledge of the IC, Department of Defense, Office of Management and Budget, and Congressional budget processes and procedures.

## Desired Requirements

- Ten or more years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization/industry.
- Education: Master degree preferred; Bachelor's degree or equivalent experience minimum as determined by mission specialty area.
- Certifications/Licenses: Based on assignment, may require COTR Certification and proven track record as Contracting Officer Technical Representative (COTR).

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mitchsl@dni.ic.gov (*Stephanie M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mitchsl@dni.ic.gov (*Stephanie M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 301-243-9043.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 301-243-9043; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**